

## SUMMARY OF REQUIRED INFORMATION TECHNOLOGY REPORTS AND ACTIVITIES

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
<b><i>Budget-related Documents</i></b>				
Budget Change Proposals, Spring Finance Letters (SFL)	SAM Section 4819.42 BL 08-07	See BL 08-07  Originals should be sent to Finance Budgets.	Finance	September 12, 2008, if related to a budget action for the fall process.

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
<b><i>Project-related Documents</i></b>				
Feasibility Study Reports (FSR), Special Project Reports (SPR), FSR-Reporting Exemption Requests (RER)	SAM Sections 4819 and 4920-4945 BL 08-07 MM 08-07	Send an electronic copy to the OCIO (FSRs, SPRs, and FSR-RERs), one hard copy to the Legislative Analyst's Office (LAO) (FSRs and SPRs only), and one hard copy to the Department of General Services/Procurement Division (DGS/PD) (FSRs and SPRs only) when project exceeds DGS/PD delegated purchasing authority.	OCIO, LAO, DGS/PD	July 15, 2008, if related to a budget action for the fall process. January 16, 2009 if related to a budget action for the spring process and no deadlines if not tied to budget action.
Information Technology Procurement Plan (ITPP)	State Contracting Manual (SCM), Volume 3, Chapter 1 MM 07-02	See the SCM, Volume 3, Chapter 1	See the SCM, Volume 3, Chapter 1	See the SCM, Volume 3, Chapter 1.
Independent Project Oversight Report	SAM Section 4819.36 BL 08-06	Send an electronic copy to the OCIO.	OCIO	Ongoing, submit in accordance with the IT Project Oversight Framework requirements (See SIMM Section 45 and BL 08-06.
Post Implementation Evaluation Reports	SAM Section 4947	Send an electronic copy to the OCIO and one hard copy to the LAO.	OCIO, LAO	Within 18 months of project completion.

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
<b>Organizational/Planning Documents</b>				
Information Technology Capital Plan (ITCP)	SAM Section 4904 MM 08-07	Submit electronically in searchable .PDF format to the OCIO.	OCIO	October 1, 2008
Agency Information Management Strategy (AIMS) and Certification	SAM Sections 4900.3 and 4900.5	Departments should collect internally. Retain the AIMS with the department's CIO.		Annually, August. However, submittal to the OCIO is suspended until further notice from the OCIO.
Information Management Organization	SAM Section 4903.1	Send electronic version of organization charts to the OCIO.	OCIO	Annually, June.
Information Management Costs (tracks prior year, current year, and budget year costs—combination of actuals and estimates)	SAM Section 4903.2	Departments should collect internally. Retain the Information Management Costs with the department's CIO.		Annually, January. However, submittal to the OCIO is suspended until further notice from the OCIO.
Software Management Policy Annual Statement of Compliance	SAM Section 4846.2	Retain annual certification along with summary of updated inventories for three years.	Each agency CIO shall retain internally for three years.	Annually, January.

## ***Security-related Documents***

The following security-related documents and schedule for submission are located on the Office of Information Security and Privacy Protection's website at [www.oispp.ca.gov/government/activities\\_schedule.asp](http://www.oispp.ca.gov/government/activities_schedule.asp):

- Agency Designation Letter (SIMM Section 70A).
- Agency Information Security Incident Notification and Reporting Instructions (SIMM Section 65B).
- Agency Information Security Incident Report (SIMM Section 65C).
- Agency Operational Recovery Plan Certification (SIMM Section 70B).
- Agency Operational Recovery Plan Transmittal Letter (SIMM Section 70D).
- Agency Risk Management and Privacy Program Compliance Certification (SIMM Section 70C).
- Operational Recovery Documentation for Agencies Preparation Instructions (SIMM Section 65A).

Send OCIO documents to:

(Prior to July 18, 2008)      Office of the State Chief Information Officer  
Attn: Project Management Office  
915 L Street, 6<sup>th</sup> Floor  
Sacramento, CA 95814

(Starting July 18, 2008)      Office of the State Chief Information Officer  
Attn: Project Management Office  
1325 J Street, Suite 1600  
Sacramento, CA 95814

Send Finance-ITCU documents to:

Department of Finance  
Information Technology Consulting Unit  
915 L Street, 6<sup>th</sup> Floor  
Sacramento, CA 95814

Send OISPP documents to:

Office of Information Security and Privacy Protection  
Attn: California Office of Information Security  
1325 J Street, Suite 1650  
Sacramento, CA 95814

Send LAO documents to:

Legislative Analyst's Office  
925 L Street, Suite 1000  
Sacramento, CA 95814

Send DGS documents to:

Department of General Services  
Procurement Division  
Marnell Voss, Manager, Technology Acquisitions Section  
707 Third Street  
West Sacramento, CA 95605-2811